



## TOQUERVILLE CITY

212 N Toquerville Blvd, Box 27, Toquerville, UT 84774

Tel: (435) 635-1094; Fax: (435) 635-5761

### BUILDING PERMIT RESIDENTIAL

### SUBMITTAL APPLICATION REQUIREMENTS

#### Toquerville City Office - Culinary Water

Ph: 635-1094, Fax: 635-7096

Hours: 9 – 4 M-Th

#### Building Inspection

John Postert, Ph: 435-467-7016

#### Ash Creek Sewer District

1350 S. Sand Hollow Rd

Hurricane, Ut. 848737 Ph: 635-2348

#### Fire Chief

Tom Kuhlman, Ph: 435-635-9562

Station 1: 202 E State St Station 2: 445 N 4300 W

#### Subdivision Inspection, Planning & Zoning Questions

Mike Vercimak, Ph: 435-668-5620

#### Water Conservancy District – Irrigation Water

533 East Waterworks Dr

St. George, Ut. 84770 Ph: 435-673-3617

#### **To obtain a Building Permit, the following steps must be completed:**

1. Fill out application, completing all areas marked with an asterisk (\*), including address of job and date of submittal, name address and phone number of owner, name address phone and license numbers of all contractors on job, square footage for main floor, second floor, basement, garage, include the number of buildings, number of stories, number of bedrooms, number of bathrooms, number of dwelling units, R values of walls and roof, Type of construction, signature of owner, contractor or authorized agent. Do not fill out any portion of the building fee schedule.
2. Submit Recorded Subdivision Plat from County Assessor
3. Submit Required Plans as listed below.
4. Submit one (1) complete set of Building Plans and Engineering Plans to the City Office. The application may take up to 7 days for review. You will receive a call from the office staff with further instructions.
5. Prior to permit approval, existing roadways or easements located within the building lot must be dedicated to the city by the builder/owner/developer.
6. Contact Ashcreek Sewer District and pay applicable impact fees.
7. Contact Washington County Water Conservancy District and pay applicable impact fees.
8. Contact Fire Chief for approval and to pay applicable impact fees.
9. Pay Permit and Impact Fees at City Office to pick up your copy of the Building permit. Please bring copies/receipts of all impact fees paid to another entity.

**PLEASE NOTE:** After your Project is in work, you may schedule inspections by contacting the Building and Subdivision Inspectors (#'s listed above); please leave a message with your name, phone number; Subdivision (if needed), address, and type of inspection you are requesting. The Inspector will return your call as soon as possible.

**A soil compaction test is required before** pouring any concrete due to past soil failures in the area. **Never cover** any work before it is inspected.

**Exterior lighting design must comply with the Exterior Lighting Ordinance Toquerville City Code Title 10-24. See examples of acceptable lighting fixtures and lighting angles in this packet. (Toquerville City encourages use of bulbs rated at 3000 Kelvin or lower.)**

**PLEASE CHECK** the following for requirements that you may need for your Permit process, pertinent plans & drawings.

**TOQUERVILLE CITY – PHONE: 635-1094**  
**BUILDING PERMIT CHECKLIST – RESIDENTIAL**

THIS CHECKLIST and Documents / Plans (when applicable) listed below shall be submitted to City Office, (readable) to scale, and with Application and fee; this is required for review and approval of any single family building permit application. The Plans listed below may be combined in one or more plan/drawings(s) depending on size and complexity of the Plan.

**DOCUMENT REQUIRED**

**RECEIVED / DATE**

Site Plan - Showing Property Lines, Elevations,  
Easements, Dedicated Streets \_\_\_\_\_

Grading Plan – Center of building pad must  
be finished at 1’ above crown of road.  
Plan will exhibit drainage for the lot. \_\_\_\_\_

Floor Plan \_\_\_\_\_

Footings Plan \_\_\_\_\_

Electrical Plan \_\_\_\_\_

Exterior Lighting Plan \_\_\_\_\_

Shear Wall Plan \_\_\_\_\_

Soils / Geology Report \_\_\_\_\_

Swimming Pool (if applicable) \_\_\_\_\_

Four Separate Building Elevations \_\_\_\_\_

Sewer / Septic Approvals from Ashcreek  
Special Service District. \_\_\_\_\_

Conditional Use Permit (if applicable) \_\_\_\_\_

Variance Approval (if applicable) \_\_\_\_\_

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## TOQUERVILLE CITY – PHONE: 635-1094

### BUILDING PLANS

1. Identify structural options which will be used on plans and cross out all others
2. Copy of any approved variances
3. Footings plan with all continuous and spot footing sizes, locations and reinforcement
4. Floor plan layouts and use of all rooms (include future uses of unfinished areas)
5. Dimensions for overall length and width of building
6. Complete dimensions of all rooms, decks, porches, landings, halls, stairs, cantilevers, bearing walls and column locations.
7. Connection details, size and type of all metal connectors
8. Sizes and types of doors
9. Sizes and types of windows (safety glazing) egress etc.
10. Window wells with depth and dimensions and egress ladders
11. Fire separation between house and garage
12. Stairway landings, rise, run, handrail and headroom heights for interior and exterior stairs
13. Guardrail height and pattern
14. Building elevations exterior views
  - Front; Rear; All sides
  - Finish grade line on all sides must be 6" below plate line
  - Depth of footings below finish grade
15. Pitch of roof
16. Finish materials – Exterior finish material
17. Attic ventilation and access, calculations for number of vents.
18. Crawl space ventilation and access
19. Cross section drawn SPECIFICALLY for this structure with materials to be used may be shown as typical.
  - Typical footing size, depth and reinforcement
  - Foundation wall height, thickness and reinforcement
  - Masonry fireplace and chimney details with reinforcement and anchorage
  - Wall material, stud size and spacing, wall sheathing, interior finish, weather barrier, exterior finish and masonry veneer
  - Floor sheathing
  - Solid blocking at all bearing points and where required
  - Roofing material and sheathing
20. Framing details
  - Truss layout sheet
  - Trusses designed for HVAC unit
  - Grade and species of lumber of if stick built
  - Size and material of all beams, headers and columns
  - Rafter size, spacing, spans and ties and/or truss layout
  - Joist size, spacing and spans
  - Bearing wall construction, and identified on plans
  - Braced wall panel details, materials, connections, hold downs and locations

Note: Professional engineer's/architect's wet stamp and signature on calculations for homes without adequate braced wall panels and do not qualify as conventional construction and for homes of unusual shape and/or size. (All details indicated by calculations must be clearly shown on the plans, such as sheer walls, hold-downs, etc.) or as approved by the Building Official.

# TOQUERVILLE CITY – PHONE: 635-1094

## BUILDING PLANS (Cont)

### INSULATION

1. R-Factors for walls, attics, and floors over unheated spaces
2. Provide heat loss calculations
3. Installer certificate posted on site

### ELECTRICAL DETAILS

1. All receptacle and switch locations
2. All light and fan locations
3. GFCI's indicated interior, W/P GFI exterior/Arc fault all bedroom receptacles
5. Carbon-monoxide (CO<sub>2</sub>) detector each floor
6. Smoke detectors in all bedrooms

### EXTERIOR LIGHTING DETAIL

1. All exterior fixture locations
2. Narrative describing fixtures and lighting angles

### PLUMBING DETAIL

1. Location of all plumbing fixtures including layout for future fixtures
2. Floor drains, water heater, clothes washer and dryer locations

### MECHANICAL DETAIL

1. Furnace location
2. Combustion air location(s)
3. Working platform & catwalk indicated on plans
4. Pole/other barriers in garage

### RE-VEGETATION

1. All unretained cut and fill slopes must be naturalized and re-vegetated within 1 year after the start of construction
2. All landscaped/re-vegetation plan shall be submitted to the Planning Commission for review with the cut/fill design plans.

I Hereby Confirm that I have carefully reviewed the plans and verified that all of the items listed above have been included. I have checked each item or indicated N/A for items that do not apply and have insured the plans and SUBMITTAL are complete.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Prior to receiving a CO you must produce copies of:

1. Letter of compliance from a Geotechnical Firm
2. Builders Insulation Certificate
3. Stucco Installation Certificate
4. Letter of compliance from a Geotechnical firm for retaining and/or stacked Rock Walls (if applicable)

### Specifications

- Frost Line Depth 6"
- Soils Engineering Required
- Seismic Zone by Soils Engineering
- Wind Speed 90 mph R301.2(4)
- Ground Snow Load – 21 lbs
- Roof Snow Load – 15 lbs

**TOQUERVILLE CITY – PHONE: 635-1094**

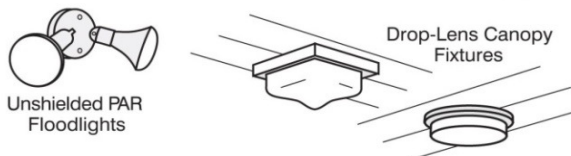
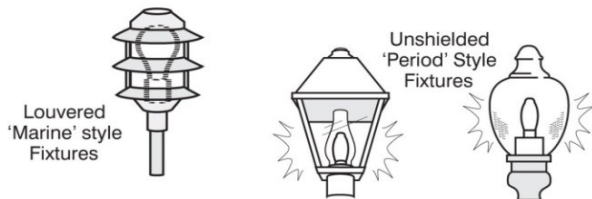
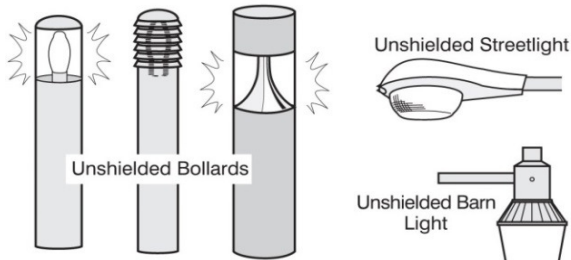
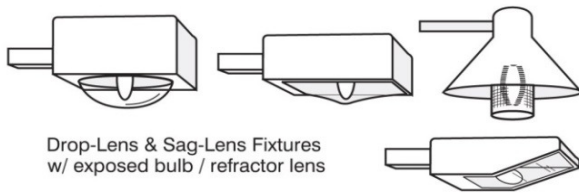
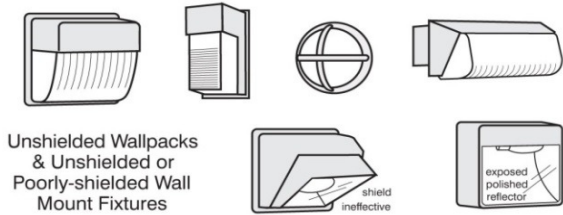
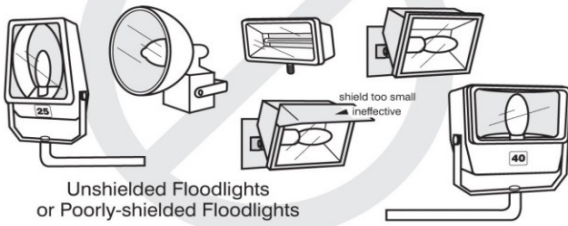
**RESIDENTIAL BUILDING PERMIT - FINAL INSPECTION CHECK LIST**

1. All Prior Inspections Approved
2. Compliance Letter from Soils Company
3. Elevation Certification – if Required
4. Backflow Prevention Devices on Hose Bibs and Landscape Sprinkler Systems
5. Stucco and Insulation Certificates
6. Engineering Letter of Compliance for Retaining Rock Wall and / or Rock Faced Slope
7. Exterior Drainage and Grading in Compliance  $\frac{1}{4}'' : 1'$ . Drainage study may be required.
8. Apply Permanent House Numbers on Building or Site – Visible from Street
9. Roofing Material and Flashing Complete; no Extra Material on Roof.
10. Handrails / Guardrails Completed (4" Sphere Cannot Pass Through Rail Space)
11. Rated Door with Adjusted Closure on House to Garage
12. Tempered Glass in Windows Where Required
13. Serviceable Kitchen and Bathroom
14. Dishwasher Drain Hose Looped up to Bottom of Counter Top and Secured
15. Kitchen Island Electrical Outlets
16. Water Saver Toilets (1.6 Gallons per Flush)
17. Jacuzzi Tub Access
18. Minimum 1" Air Gap on Condensate and Water Conditioner Drain Lines
19. Panel Box Completed and Circuits Labeled
20. All Switches, Outlets, Fixtures in Place and Covered or Rendered Safe
21. Operable Smoke Detectors with Battery Backup (Tabs Must be Pulled) in each bedroom.
22. Carbon Monoxide Detection – one for Each Habitable Level
23. Sewer Department – Lateral to House Previously Inspected and Approved; Clean out Exposed and Properly Capped.
24. Caulk around Toilets Complete
25. Portable Toilets and / or Dumpsters Removed
26. Any Broken Sidewalk Replaced
27. Any Broken Water Meter Box or Lid Replaced
28. Any Broken Electrical Meter Boxes and Lids Replaced
29. Clean Debris from Gutter and Lot
30. Planting of Three Trees Completed for Certificate of Occupancy
31. Exterior Lighting complies with Toquerville City Exterior Lighting Ordinance

# Examples of Acceptable / Unacceptable Lighting Fixtures

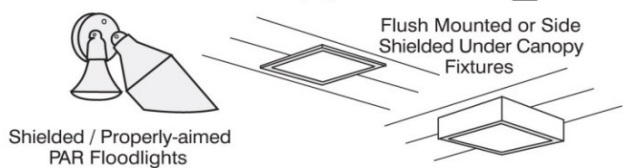
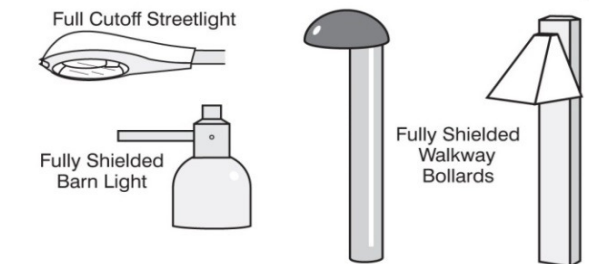
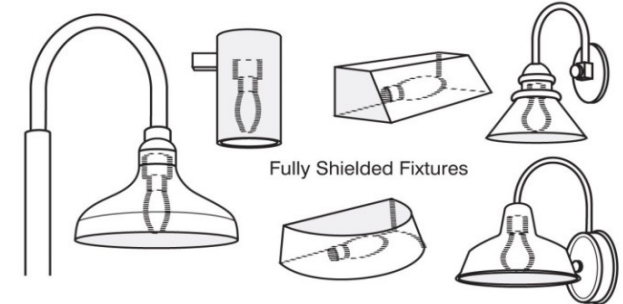
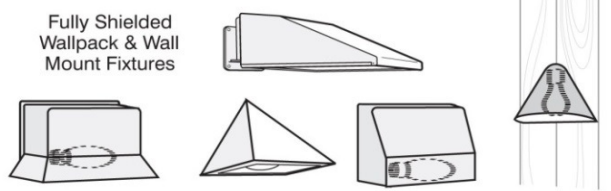
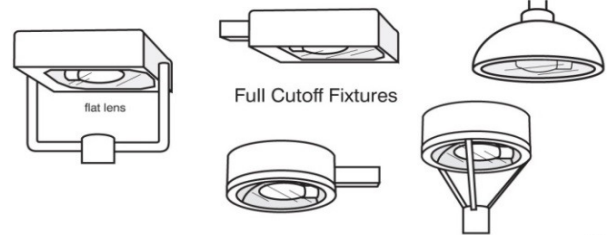
## Unacceptable / Discouraged

Fixtures that produce glare and light trespass



## Acceptable

Fixtures that shield the light source to minimize glare and light trespass and to facilitate better vision at night



## Acceptable Lighting Angles



## **Residential Plan Submittal Requirements**

- Permit filled out with address of job and date of submittal.
- Name, address, and phone number of owner.
- Name, address, phone, and license #'s of all contractors on job.
- Recorded Subdivision Plat from County Assessor.
- Res check - energy code compliance ([www.energycodes.gov](http://www.energycodes.gov))  
Insulation company can do this report for contractor or owner.
- **Receipt from Ash Creek Sewer District for sewer hook-up.**
- **Receipt from Fire District.**
- **Signed Receipt from Washington County Water Conservancy District.**
- Soils classification from Geo-tech firm.
- Complete site plan.
- Engineering calc booklet - stamped. Truss engineered plans before installing trusses.
- Please provide a CD for City files as directed by Building Inspector.

## **Residential Plan Submittal Requirements for Additions**

- Permit filled out with address of job and date of submittal
- Name, address, and phone number of owner
- Name, address, phone, and license #'s of all contractors on job
- Complete site plan
- Soils classification from Geo-tech firm.
- Complete site plan.
- Engineering calc booklet - stamped. Truss engineered plans before installing trusses.
- Please provide a CD for City files as directed by Building Inspector.

## **All New Construction**

- Site Plan - Showing Property Lines, Elevations, Easements, Dedicated Streets.
- Grading Plan – Center of building lot must be finished at 1' above crown of road above crown of road. Plan will exhibit drainage for the lot.
- Prior to permit approval, existing roadways or easements located within the building lot must be dedicated to the city by the builder/owner/developer.